

Appendix B – Cycle F Key Issues

Chktest Required for Cycle F

Chktest is a tool used to find many common PAVE test deck errors before submitting a file for grading. Chktest is **REQUIRED** for each electronic test file submitted. Without utilizing Chktest, your file cannot be read/graded by the robot. Chktest focuses on file structure and data integrity issues rather than presort issues. The purpose of Chktest is to ensure that your test deck can be read/graded by the PAVE robot. (See Appendix C – Chktest Error Legend for a description of errors)

EMM Tray Preparation Required

EMM Tray preparation has long been required per the DMM. Beginning in Cycle F – this will be **REQUIRED** for PAVE testing as well. Several testing scenarios have been developed to test the software’s ability to prepare EMM trays based on mailpiece dimensions.

Per DMM M033 Sacks and Trays

Equipment

1.2

Mailings must be prepared in the container appropriate for the processing category and rate of the mail as follows:

- a. First-Class Mail, Periodicals, and Standard Mail letter-size pieces (including cards) must be prepared in USPS letter trays with sleeves. Subject to availability, 1-foot or 2-foot regular managed mail (MM) or 2-foot extended managed mail (EMM) letter trays must be used as appropriate for the size and volume of pieces. Letter trays may be used for other letter-size mail, subject to the applicable preparation standards.
- b. First-Class Mail flat-size pieces must be prepared in USPS flat trays with lids. The lids to these flat trays must be placed green side up.

Tray Sizes

1.3

These approximate measurements define the tray sizes that apply to all mail preparation standards:

a. Letter trays:

- (1) 2-foot MM trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- (2) 1-foot MM trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- (3) 2-foot EMM trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high.

Test Sets by Mail Class

We have enhanced the test downloading process. We are now offering the ability to download sets by mail class or by entire set. You can access the site by going to ribbs.usps.gov selecting PAVE then PAVE Test Files. Once at this site you will see four separate folders. The first will be labeled Full Set, this will include the full set for each test file.

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The second folder will be labeled First Class and the files under this area will only include the First Class test files for a set. The third folder will be Periodicals and the Fourth folder will be Standard mail. Like first class, they will only include their respective tests for each set. This will speed the process of downloading files in most cases.

Test Processing Time

The processing time allowed for a set will be shortened from 30 days to 20 days. If the 20 day time frame is exceeded, a new test set will be required and it will use one of your free tests or will require you to pay for another round.

FEES

After 90 days from the start of testing, all free testing will cease. If developers have not started testing yet, they will not receive any free tests. The developers already in cycle will lose the free tests not already taken.